

Guidelines for Submitting Organic Waste Recycling Capacity Data

The County's Organic Waste Recycling and Edible Food Recovery Capacity Website provides a platform for jurisdictions to submit their capacity data to the County. It also provides recordings of past meetings held by the County and lists the dates for upcoming meetings. A map of organic waste processing facilities will be available on the website, along with downloadable sample survey templates that can assist jurisdictions in collecting the required data that needs to be submitted to the County. There are additional resources, including links to important webpages on CalRecycle's website related to SB 1383.

How to Submit Data

Step 1: Navigate to the County's SB 1383 Capacity Planning [website](#).

Step 2: Click on the "Jurisdictions" drop down menu.

Step 3: Select the "Submit Data" button.



The screenshot shows the 'Solid Waste Information Management System' website. The navigation bar includes links for Home, Residents, Businesses, Jurisdictions, Online Services, News & Resources, Help, and Log In. A dropdown menu is open under the 'Jurisdictions' link, with the 'Submit Data' option circled in red. Below the navigation bar, there are three images: a bowl of salad, a bunch of carrots, and hands holding a small plant. The main content area welcomes users to the Organic Waste Recycling and Edible Food Recovery Capacity Planning Website for Los Angeles County Jurisdictions. It mentions Senate Bill 1383 Regulations and provides a link to the regulations. A sidebar on the left shows a document titled 'CalRecycle Short-lived Climate Pollutants (SLCP) Organic Waste Reductions Final Regulation Text'. The main text area lists the requirements for the regulations, including reducing organic waste disposal and rescuing food for people to eat.

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Organic Waste Recycling and Edible Food Recovery Capacity Planning

- SB 1383 Capacity Planning
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Welcome to the Organic Waste Recycling and Edible Food Recovery Capacity Planning Website for Los Angeles County Jurisdictions. Senate Bill 1383 Regulations require counties to submit to CalRecycle a set of information related to organic waste capacity and edible food recovery capacity planning. This website is intended to provide you, as the jurisdiction, the resources for meeting these requirements.

Senate Bill 1383 Regulations

In September 2016, Governor Edmund Brown Jr. set methane emissions reduction targets for California (Senate Bill (SB) 1383 Lara, Chapter 395, Statutes of 2016) in a statewide effort to reduce emissions of short-lived climate pollutants. The targets must:

- Reduce organic waste disposal 50% by 2020 and 75% by 2025.
- Rescue for people to eat at least 20% of currently disposed surplus edible food by 2025.

These are statewide goals that California must collectively achieve, and not individual requirements. In other words, individual jurisdictions and individual food donors are not required to meet the organic waste disposal goals and 20 percent edible food recovery rate separately.

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*Alternatively, you can get to the Submit Data page by scrolling down on the SB 1383 Capacity Planning page to the “Schedule & Deadlines” Section and click on the “**Submit Your Data**” Button...*

Schedule & Deadlines

In order to comply with SB 1383 regulations, which require a County to collect capacity planning information from jurisdictions and submit to CalRecycle by August 1, 2022, we are requesting jurisdictions to please submit jurisdictional information to the County no later than April 8, 2022.

- April 8, 2022:** Jurisdictions to submit to the County of Los Angeles (Public Works).
August 1, 2022: County to submit data related to SB 1383 Capacity Planning to CalRecycle.

SUBMIT YOUR DATA

Based on SB 1383 regulations, the County will compile all data received and report to CalRecycle, on behalf of the jurisdictions, on the following dates:

- August 1, 2022 for the planning period of January 1, 2022 - December 31, 2024
- August 1, 2024 for the planning period of January 1, 2025 - December 31, 2034
- August 1, 2029 for the planning period of January 1, 2030 - December 31, 2039
- August 1, 2034 for the planning period of January 1, 2035 - December 31, 2044

Meetings

The [Submit Data page](#) provides a link to the *Organic Waste Recycling Capacity Planning Calculator Tool* (developed by CalRecycle) which jurisdictions would fill out and submit to the County. There is also a link to CalRecycle's website on organic waste capacity planning and a link to their webinar (with a walk-through of the Calculator Tool).

[Organic Waste Capacity Planning Data Submittal](#)

Step 4: Access the [link](#) to CalRecycle's Organic Waste Capacity Planning Calculator Tool.

(This tool is in a webpage format, where the user would input all information on the webpage itself and then generate an Excel spreadsheet at the end)

Link to CalRecycle's Organic Waste Capacity Planning Calculator Tool

[Organic Waste Capacity Planning Calculator Tool](#)

[CalRecycle's Organic Waste Capacity Planning Website](#)

[CalRecycle's Webinar – Capacity Planning for Organic Waste Recycling Tools](#)

Here are the steps for completing and submitting your Organic Waste Capacity Planning Calculator Tool Form:

- Step 1:** Access the [link](#) to CalRecycle's Organic Waste Capacity Planning Calculator Tool on CalRecycle's Website.
- Step 2:** Fill out information requested on the website.
- Step 3:** Generate the Excel file by clicking "Export to Excel" button at the bottom of the website. (here is a [link](#) to a sample Excel File for reference on what the output Excel file will look like)
- Step 4:** Upload your Excel file to [Form B](#) on the "Submit Forms" Section below.

Step 5: Fill out information requested on the website. (See notes below)

Instructions

Please note that the calculator contains ToolTips (i) with definitions, user input instructions, and additional guidance about the origin of predefined or calculated data. Select the ToolTip and a small graphic will appear with more information.

Fields in each step that require an entry to calculate data in related steps are noted with a red asterisk (*).

Please note that this calculator does not save any of the data that are entered. To save a record of your data please use the "export to excel" button located at the bottom of the calculator after completion.

This webpage has an "idle timer;" that is set for 120 minutes, during which the webpage caches temporary data. After this initial 120 minute period, any further period of inactivity exceeding 15 minutes (e.g. not making any changes to records in Step E, or Step F, or Step G during the additional 15 minute timeframe) may result in a loss of all data entries and/or an inconsistent Excel export. Therefore, after this webpage has been open for 120 minutes, users may experience some issues in displaying or exporting data, if not continuously updating information within every 15 minutes, and may choose to refresh the webpage prior to the start of data entry to maximize the initial timeframe available.

Step A: Select Reporting Year & Period

Enter the year of the reporting requirement in which the capacity planning report is due. The planning period will automatically load in the "Period Covered" box.

- A jurisdiction that has a waiver from the collection requirements is not required to plan for the organic waste capacity in the areas subject to the waiver. Accordingly, for a more accurate estimate, population and disposal tons from the waived area(s) should not be included in this data submitted to the county.
- A county is not required to obtain information from a jurisdiction in all of the organic waste collection

Period Covered: (i)

Jan 1 2022 - Dec 31 2024

Select appropriate reporting year from the dropdown menu.

Step B: Select Jurisdiction

Select your jurisdiction or input a special district that collects solid waste name in the "Other Area" field. Enter the population of the current year and the estimated population of the jurisdiction or district at the end of the planning period, and then press the "Search" button. The next calculation steps will then appear below in Steps C through H.

- Note: Default population data from the Department of Finance (DOF) and default disposal data from the Recycling and Disposal Reporting System (RDRS) will load for the disposal data year selected when it is available.
- Note: Pressing the "Reset" button resets Step B, which will affect disposal-related calculations in Steps C through H, though other information entered by a user should not be impacted. After pressing the reset button, users should complete Step B fields again.

Jurisdiction: (i) *

Los Angeles-Unincorporated

Other Area: (i) *

Total Population in Disposal Data Year: (i) *

1,000,000

Projected Population in 3 years: (i) *

1,100,000

Change in Population: (i)

10.0%

Press the "Search" button and further calculation steps will appear below.

1st: Select jurisdiction from dropdown menu.

2nd: Fill in jurisdiction's current population.*

3rd: Fill in jurisdiction's projected population.

4th: Select "Search" once all information is filled in.

* (You can find your jurisdiction's reporting year population using the most recent annual data from the California Department of Finance (<https://www.dof.ca.gov/Forecasting/Demographics/Estimates/>)).

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Step C: Calculate Disposal Total

Press the "Use Defaults" button (above and to the right of this text) to load default WCS data into Step E. Enter the jurisdiction's estimated landfill/transformation/EMSW disposal tons for the year. The per capita disposal rate will be calculated based upon the total population entered in Step B. If your jurisdiction has additional organic ADC, AIC, and/or beneficial use at the landfill, or disposed biosolids and/or digestate from a local wastewater treatment plan, you may input those tons into the appropriate fields.

- Note: Except for green material ADC, CalRecycle does not track this information by jurisdiction of origin. Therefore, a jurisdiction will have to use its own available data if needed. These materials also have not been included in WCS data. Therefore, including these materials in the "Total Disposal" will skew the results of further calculations based on the WCS. Jurisdictions should consider those materials separately when estimating needed organics diversion capacity.
- When pressing the "Use Defaults" button, the calculator will update the WCS data by material type and lock out the ability to edit the Material Category totals ("Total Paper," "Total Organic," "and Total Miscellaneous"). After pressing the "Use Defaults" button, users will no longer be able to edit the material category totals without inputting data by individual material type. User may skip pressing the "Use Defaults" button if they only wish to input Material Type Totals by category or to use their own waste characterization study data.

Input your jurisdiction's current disposal data (the year prior to reporting year) from CalRecycle's Recycling and Disposal Reporting System (RDRS)

Total Disposal in (Tons Per Year (TPY)):

Total Population in Disposal Data Year:

Total Per Capita Disposal (pounds per person per day (ppd)):

Total Organic Material ADC/AIC Disposal in TPY: *

Total Biosolids and/or Digestate Disposal in TPY: *

For reference: [CalRecycle's Recycling and Disposal Reporting System \(RDRS\) Link](#)

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Step E: Calculate Projected Organic Disposal

This step allows users to input specific percentages of different organic materials, or use the statewide WCS data (by pressing the "Use Defaults" button) to calculate an estimate of each type of organic material, and the total amount of organic material, in the disposal stream. There is also an option for users to choose a "Primary Facility Activity Type" to indicate the likely pathway each material may take, which will total, by facility type, in the fields beneath the WCS Materials table. Selecting facility types is an **optional** step and descriptions of the facility types are included as Tool Tips for reference in the fields below the table where the totals by facility type are displayed. Changes made in the WCS Materials table will calculate a percentage of organics in the future disposal stream, and calculate the total amount of organic material in the disposal stream at the end of Step E.

- Note: The tons that appear in the Estimated Tons of Total Disposal column are rounded to the nearest whole number, and as data is aggregated throughout the rest of the calculator, rounding issues may produce totals that are not exact.

Input user data or carryover default

Total Projected Disposal in 3 years (TPY):

Percentage of Organics in 3 years (%):

Waste Characterization Materials

Waste Characterization Material	CalRecycle Waste Characterization Estimate - Estimate of Percent of Total Disposal	User Input of Estimate of Percent of Total Disposal	Estimated Tons of Total Disposal	Primary Facility Activity Type
Total Paper	16.59 %	16.59 %	173,183	
Uncoated Corrugated Cardboard	5.18 %	5.18 %	54,074	
Paper Grocery Bags	0.07 %	0.07 %	731	
Other Paper Bags/Kraft Paper	0.41 %	0.41 %	4,280	
Newspaper/Newspaper Inserts	0.70 %	0.70 %	7,307	

To fill in this section, you can select "Use Defaults" (found above Step C) to use the percentages from CalRecycle's Waste Characterization Study or you can input percentages using a waste characterization study performed by your jurisdiction.

Note: Please reference Article 11 Section 18992.1 of the regulations for more details on the types of waste characterization studies that can be used.

*** (OPTIONAL STEP) ***

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table will calculate a percentage of organics in the future disposal stream, and calculate the total amount of organic material in the disposal stream at the end of Step E.

- Note: The tons that appear in the Estimated Tons of Total Disposal column are rounded to the nearest whole number, and as data is aggregated throughout the rest of the calculator, rounding issues may produce totals that are not exact.

Input user data or carryover default

Total Projected Disposal in 3 years (TPY):

Percentage of Organics in 3 years (%):

Optional Step: Users may pick a facility type from the dropdown menu. Facility types are described in the ToolTips located next to each facility type name in the "Primary Facility Activity Type Tons" fields, beneath the Waste Characterization Materials, and before Step F begins. Totals tons per facility type will total in each field chosen in "Primary Facility Activity Type Tons" fields beneath the Waste Characterization Materials before Step F. Please note that only one facility type may be selected per material type estimate.

Waste Characterization Material	CalRecycle Waste Characterization Estimate - Estimate of Percent of Total Disposal	Other Input or Carryover Estimate of Percent of Total Disposal	Estimated Tons of Total Disposal	Primary Facility Activity Type
Total Paper	16.59 %	16.59 %	173,183	
Uncoated Corrugated Cardboard	5.18 %	5.18 %	54,074	
Paper Grocery Bags	0.07 %	0.07 %	731	
Other Paper Bags/Kraft Paper	0.41 %	0.41 %	4,280	
Newspaper/Newspaper Inserts	0.70 %	0.70 %	7,307	
White Office-Type Paper and Mail	0.40 %	0.40 %	4,176	
Magazines and Catalogs	0.41 %	0.41 %	4,280	
Folding Cartons and Other Paperboard Packaging	1.16 %	1.16 %	12,109	
Other Recyclable Paper	1.42 %	1.42 %	14,823	
Miscellaneous Paper Packaging	0.90 %	0.90 %	9,395	

You can utilize this column to assign each material type to a specific facility type. This is optional.

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Primary Facility Activity Type Tons

Estimated Composting Tons:

Estimated Community Composting Tons:

Estimated On-site Organics Management Tons:

Estimated In-Vessel / Anaerobic Digestion Tons:

Estimated Co-Digestion at Waste Water Treatment Plant Tons:

Estimated Biomass / Co-Generation Tons:

Estimated Chip & Grind / Mulch Tons:

Estimated Recycling Center Tons:

Estimated Edible Food Donation Tons:

Estimated Rendering Tons:

Estimated Animal Feed Tons:

Estimated Land Application Tons:

Estimated Soil Amendment Tons:

This section will auto populate if you choose to assign each material type to a specific facility type, as described above. Otherwise, skip to Step F.

Step H: Calculate Potential Shortfall in Projected Organics Recycling Capacity

Based upon data entered in previous steps, this step will calculate:

- Total projected organics disposal for the period covered.
- The total of verified existing, new, or expanded capacity available.
- The shortfall or excess of verified organics capacity.
- Total potential existing, new, or expanded capacity that has been identified but has not yet been verified.
- Total potential existing, new, or expanded capacity that has not been identified and has not yet been verified.

Data will not appear in these fields if no "verified" or "unverified" predicted annual TPY have been selected in Step F or G. Note: As data was aggregated throughout the calculator, rounding issues may produce estimated totals that are not exact.

	Input user data or carryover default
Total Projected Organics Disposal in 3 years (TPV):	533,224
Total existing, new, or expanded capacity that has been verified (TPV):	150
Shortfall or Excess in Organics Capacity (TPV):	-533,074
Total potential existing, new, or expanded capacity that has been identified but has not yet been verified (TPV):	1,000
Total potential existing, new, or expanded capacity that has not been identified and has not yet been verified (TPV):	-532,074

Optional: Use this space to take notes about your plans for securing adequate capacity for organics recycling. Per Section 18992.3 Counties will report information on capacity planning on a specified schedule.

CalRecycle encourages users to utilize this space to make additional notes about what facilities they may intend to utilize, how much material they intend to take to each facility, adjustments to material types in the waste characterization, and how these may affect a facility's ability to process these materials.

Step 6: Generate the Excel file by clicking "Export to Excel" button at the end of the page.

Note: None of the information in this calculator can be saved. If you'd like a record of your input please use the "Export to Excel" button and save the file to your own system.

[Export To Excel](#) [Use Defaults](#)

Step 7: Save the Excel file to your computer.

Step 8: Navigate back to the County's SB 1383 Capacity Planning Website [Submit Data page](#).

Step 9: Upload the Excel file to the County's website through [Form B](#) in the "Submit Forms" Section at the bottom of the page.

Submit Forms - Organics Waste & Edible Food Recovery Capacity Planning


Please click on the links below to access Public Works' forms for inputting your jurisdictions' Organic Waste & Edible Food Recovery Capacity Planning information.

[Form A \(COMING SOON!\)](#) (POTENTIAL NEW OR EXPANDED ORGANIC WASTE FACILITY PROJECTS/SITES WITHIN YOUR JURISDICTION)

[Form B \(ORGANICS CAPACITY PLANNING SHORTFALL OR EXCESS BY JURISDICTION\)](#)

[Form C \(EDIBLE FOOD RECOVERY CAPACITY PLANNING SHORTFALL OR EXCESS BY JURISDICTION\)](#)

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Log In

Enter your SWIMS User ID and password to access your SWIMS account information. Login is required for submitting disposal data and checking the status of your methane mitigation project.

User ID and password are case sensitive.

User ID:


Password:

[Log in](#)

[Forgot User ID / Password?](#)

If you are having trouble with your SWIMS account or the SWIMS website, please email the SWIMS Administrator at swims@pw.lacounty.gov

Login using the login credentials that were assigned to you by the County.

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Submit Form B Data

Description: Form for uploading "Organics Capacity Calculator" Excel file.

Option 1: Upload Data in Excel

Step 1: Fill out information online: CalRecycle Organics Capacity Calculator Tool.

Step 2: Click the "Export to Excel" button after completing the CalRecycle Calculator Tool..

Step 3: Upload the Excel file.

User: Admin

Jurisdiction: -- None -- ▾

Reporting Year: 2021 ▾

Data File: [Select](#)




[Upload](#)

1st: If your jurisdiction does not auto-populate, use the dropdown menu to select your jurisdiction.

2nd: If the reporting year does not auto-populate, use the dropdown menu to select the reporting year.

3rd: Click the "Select" button and find the Excel file that you just saved to your computer.

4th: Select "Upload" to upload your file.

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Step 10: Once you upload your file, the following confirmation pdf will show on your screen (which you can print).

 Solid Waste Information Management System



Report Submittal Confirmation

Form B (organics) LOS ANGELES for period 2021 was submitted successfully

Date &Time: 12/29/2021 4:40:57 PM
Reference No:5e88b826-c8d6-4662-a7f1-3a1458cf79e2